

Fire Warden Inspection Checklist (UK)

For routine inspections by appointed Fire Wardens / Marshals.

1. General Housekeeping

- Walkways and corridors clear
- No combustible waste accumulating
- Bins emptied regularly
- No items stored in stairwells or escape routes

Notes: _____

2. Fire Exits & Escape Routes

- Fire exits unobstructed
- Exit doors open easily without a key
- Escape route signage visible and correct
- Emergency lighting operational
- **Notes:** _____

3. Fire Doors

- Fire doors close fully and latch
- No doors wedged or propped open
- Seals and intumescent strips intact
- Vision panels undamaged
- **Notes:** _____

4. Fire Detection & Alarm

- Call points accessible and undamaged
- Detectors unobstructed
- Alarm panel shows no faults
- Weekly alarm test completed

Notes: _____



5. Firefighting Equipment

- Extinguishers present and accessible
- Correct extinguisher types in correct locations
- Annual servicing in date
- Fire blankets available where required

Notes: _____

6. High-Risk Areas

- Kitchens clean and extraction maintained
- Electrical cupboards free from storage
- Plant rooms locked and tidy
- Flammable liquids stored correctly

Notes: _____

7. Electrical Safety

- No overloaded sockets
- No daisy-chained extension leads
- PAT testing in date
- Portable heaters used safely
- **Notes:** _____

8. Evacuation Preparedness

- Staff aware of evacuation procedures
- PEEPs in place and up to date
- Assembly point signage correct
- Fire drill completed within last 12 months
- **Notes:** _____

9. Training & Awareness

- Fire wardens trained and current
- Staff received fire safety induction
- Refresher training completed
- Visitors/contractors briefed on fire procedures
- **Notes:** _____



10. Overall Findings

- **General Condition:**
 Satisfactory Requires Improvement Unsatisfactory

- **Immediate Actions Required:**

- **Non-Urgent Actions:**

11. Sign-Off

- **Fire Warden Name:** _____
- **Signature:** _____
- **Date:** _____

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